

Job Title:	Quality Technician	Job Category:	
Department/Group:		Department Code:	
Reports to:	General Manager	Travel Required:	NO
Level/Salary Range:	Labor grade 3	Position Type:	Full-time

Job Summary

Inspects manufactured work pieces to ensure conformance to specifications and maintaining our ISO 9001 program.

Duties/Responsibilities

DUTIES

- Maintaining our ISO 9001 program by ensuring quality management system processes are established implemented and maintained
- Report to top management on the quality management system performance
- Assemble relevant data for the management review process and conduct meetings, maintain document control and record keeping process
- Maintain internal audit process
- Maintain corrective action process
- Maintain calibration process
- Other duties as required by the ISO standard
- Prepare charpy samples
- Perform decarb and grain tests
- Inspection of OV material
- New part verification
- Perform random in-process inspections
- Perform capability studies as directed by top management
- Perform any additional duties as directed by top management
- Responsible for accurate daily time reporting

Other

-

Back Up Duties

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Requirements

Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentages and to draw and interpret job required SPC graphs or charts.

Reasoning Ability:

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- CSI forklift operator certification

Other Skills and Abilities:

- Ability to keep focused on the job and attention to details

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee frequently is required to walk, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to talk or hear.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	